


1. Division offices are to prepare & have ready a list of supervisors grouping under each - who the branch supervisor is, what the mission of the branch is, how many personnel he supervises - professional and clerical, T/O.

Prepare in ~~four~~ five copies. - Three for - the Committee - one for ch/G. - one for 
25X1A9a

2. Each person to prepare biographical sketch - CIA service should be included - present assignments and any previous assignments they may have had.
3. Written comments on questions asked - reactions - impressions, etc. do same day as contact - for submittal to EX/RR

20 Sept. memo - on budget allocation